



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

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FASOTRAGRUPACINST 1221.1E

N3

MAY 22 2001

FASOTRAGRUPAC INSTRUCTION 1221.1E

Subj: INSTRUCTOR CERTIFICATION AND EVALUATION PROGRAM

Ref: (a) Enlisted Transfer Manual
(b) NAVEDTRA 135
(c) FASOTRAGRUPACINST 1221.1

Enc 1 Sample FASOTRAGRUPAC Instructor Certificat on
Letter
(2) Sample Certificate

1. Purpose. To establish processes, procedures and documentation required for the management of FASOTRAGRUPAC's instructor certification and evaluation program.

2. Cancellation. FASOTRAGRUPACINST 1221.1D. Changes appearing in this instruction are extensive and require a complete review. Revisions, deletions and additions have not been specifically identified.

3. Discussion. This instruction provides guidance for all military and civilian instructors at FASOTRAGRUPAC in order that a standardized certification and evaluation program is administered throughout the command. Performance management and evaluation systems are an integral part of the command's instructor training. These training systems improve organization effectiveness in accomplishing command mission requirements and goals, and encourage instructors to continuously improve, support team endeavors and develop professionally to perform at their full potential. The results of appraisals along with other pertinent information are used as a basis for assigning, training, rewarding and retaining instructors. References (a) and (b) delineate the minimum requirements for instructor suitability. Reference (c) outlines additional requirements for Survival School instructors.

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Instructor Training/Certification Policy

a. Instructors will complete the formal training required for their job.

b. The site's course manager will develop an Instructor Certification Plan for each course. This plan will describe the general processes for instructor certification. Additionally, prospective instructors will be provided specific guidance on their individual certification requirements. Instructors for non-high/moderate risk courses are required to meet the following requirements prior to being certified:

(1) Complete the activity's Instructor Indoctrination Training; this includes command and course indoctrination training. A training folder entry will be made upon completion of the indoctrination course. Reference (b) further defines this training.

(2) Instructor preparation and practice teaching. The purpose of this step is to provide insight into instructional technique/methodology, provide the opportunity to personalize lesson plans, instruct under supervision and provide the opportunity for scheduled instructor evaluations. Reference (b) provides further guidance.

(3) There is a requirement for three satisfactory evaluations on a minimum of three separate presentations while practice teaching. During this period, evaluations will be conducted to provide feedback to the instructor. Feedback will include understanding of the subject matter as well as proper use of instructional techniques.

(a) Two evaluations will be used to evaluate the instructor as a Subject Matter Expert (SME). These evaluations will be conducted by a certified instructor/SME of the applicable course.

(b) One evaluation must be conducted by Curriculum Instructional Standards Office (CISO) personnel, a Master Training Specialist or any trained instructor evaluator and will be used to evaluate the instructor's technique as taught in the formal instructor training course.

(4) Returning instructors may receive a recommendation waiver from CISO, or a certified instructor/evaluator who is an

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SME for that particular course, after satisfactory completion of an evaluation on their technical and instructional expertise.

c. After the satisfactory completion of the Instructor Certification Plan, the OIC/Department Head will officially certify the instructor and ensure documentation is entered into the instructor's training record. Certification will not occur until the class has graduated and appropriate paperwork has been completed.

5. Reference (a) outlines the required procedures in the reassignment of personnel found unsuitable for instructor duty. Reference (b) describes the qualification to teach new material, NEC 9502, additional instructor duties and scheduled and unscheduled instructor evaluations.

6 Instructor Evaluation Program

a. The instructor evaluation program is outlined in reference (b). The following guidelines apply to the monthly evaluation program.

(1) After certification, a monthly evaluation program will begin. These evaluations will be completed at a minimum of once each month for the first three months. In situations where a course does not convene on a monthly basis following an instructor's certification, evaluations will be made as frequently as possible during the first six months. Evaluations should be conducted monthly, when possible, but may extend beyond the three-month period. If fewer than three evaluations are made, the exception will be documented in the instructor's training folder. The purpose of the monthly evaluation program is to provide feedback to instructors on their teaching techniques as acquired during instructor training. Monthly evaluations will be scheduled.

(a) After satisfactory completion of any monthly evaluation, certified instructors of non-high/moderate risk courses may be granted an exception from the remaining monthly evaluations. This exception is documented and is especially beneficial for instructors on repeat tours of duty and should be used when the instructor exhibits outstanding instructional skills. Instructors in high/moderate risk courses may not be granted a waiver from the monthly evaluation program.

b. Following the satisfactory completion of the monthly evaluation program, a quarterly evaluation program will begin

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The following guidelines apply to the quarterly evaluation program.

(1) The quarterly evaluation is used to ensure continuous technical qualifications and satisfactory instructional technique of the instructor. Quarterly evaluations focus on both technical expertise and instructional technique and will be conducted by instructor evaluators. Quarterly evaluations are scheduled.

(a) After satisfactory completion of any quarterly evaluation, instructors of non-high/moderate risk courses may be granted a waiver from the next quarterly evaluation. An exception will be documented in the instructor's training record.

c. All personnel whose primary duty is instructing will be certified in each designated course of instruction and evaluated monthly and quarterly throughout the tour of duty. Instructors qualified as MTS's should be evaluated on an annual basis.

d. The OIC/Department Head may authorize/invite, at their discretion, other certified instructors from other divisions within the command, or from other commands (e.g., NAMTRAGRUDET, FTC, etc.) to critique certified FASOTRAGRUPAC instructors on an unscheduled basis.

7. Instructor evaluation checklists. There are two instructor evaluation checklists identified in reference (b). The classroom instructor evaluation form and laboratory instructor evaluation form will be used to conduct and document all evaluations. Instructor evaluation forms will be used as Training Quality Indicators (TQI's) to provide the command/detachment valuable information concerning trends and the overall quality of training and method of instruction. As prescribed in Annex D of reference (b), instructor evaluators will make specific comments to the introduction, presentation, instructor/student interaction and summary. The instructor being evaluated will make specific comments to the Instructor Improvement Plan as required.


F. M. GALLIE

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From: OIC/Dept. Head, Fleet Aviation Specialized
Operational Training Group, Pacific Fleet
AZ1(AW) John Doe, USN, 123-45-6789

Sub CERTIFICATION AS AIRCRAFT WEIGHT AND BALANCE
(E-516-0001) INSTRUCTOR

(a) FASOTRAGRUPACINST 1221.1E

1. In recognition of your successful completion of the requirements as set forth in reference (a), you are hereby certified as an Aircraft Weight and Balance instructor, effective (date) 15 March 2001.
2. Through your dedicated efforts, you have demonstrated thorough knowledge of the duties of a Naval Instructor by completing your applicable Instructor Certification Plan. Your success as an instructor will depend upon your personal commitment to improve and build on this foundation of instructional skills.
3. Congratulations on your outstanding accomplishment. Well done!

B INCHARGE

Enc

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DEPARTMENT OF THE NAVY

CERTIFICATE OF ACCOMPLISHMENT
PRESENTED TO

AZ1(AW) John Doe, USN

Having met the requirements for personnel serving as instructors and demonstrating excellence in leadership, technical competence and application of instruction methodology, you are hereby certified as an instructor for the Aircraft Weight and Balance course.

DATE)

(CO/OIC